

CONTENT AREA

Long-Term Disability (LTD) – Notification

ISSUE/QUESTION

Once an employee is approved for LTD, who provides the employee with information on the employee's medical and dental insurance options under the Saguaro Program and the enrollment form?

ANSWER

VPA, the administrator of the Arizona State Retirement System's LTD program, notifies the ADOA Benefits Office when an employee is approved for LTD.

Upon receiving notification of the approval for LTD, Jessica Espinoza of the ADOA Benefits Office sends the employee-member:

1. A Retiree/LTD Enrollment Guide which details the medical and dental plans available to persons on LTD
2. A health insurance enrollment form and
3. An informational flyer on LTD.

When the employee's agency learns that the employee has been approved for LTD, the benefit liaison should contact Jessica Espinoza to ensure that the packet, containing the Guide, the enrollment form and the flyer, have been sent to the employee. Jessica can be reached at (602) 364-1129, toll free at 1-800-3043687 or by e-mail at Jessica.Espinoza@ad.state.az.us.

In the event that the employee visits your office and requests an LTD packet, benefit liaisons should provide one, but then notify Jessica by telephone or e-mail.

RATIONALE/EXPLANATION

Coordinating the distribution of LTD packets through the ADOA Benefits Office provides LTD participants with a primary contact, fosters consistency, eliminates duplication of effort and saves postage expense.

AUTHORITY

Arizona Department of Administration Benefits Office Procedure

ISSUED

August 28, 2003